

**Erie County Department of Mental Health
Centralized Housing Placement System
For Supported Housing**

Procedure: Service Planning

Procedure No: 5.0

Date: 3/18/03

Rev: 11/22/05

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Purpose: To insure a process of collaboration and communication between Care Coordination, Housing Providers and CHPS regarding the service plan and housing resources required by each individual at the time of placement and during the provision of housing services.

Procedure:

Initial Planning

1. At the point of provider assignment by CHPS, the Housing Provider will arrange for a screening appointment with the consumer and Care Coordinator to complete an assessment of the consumer's strengths, barriers, preferences, resource needs and independent functioning level.
2. Care Coordinators will be required to assist with the referral process, share all related assessment documents and ISP information with the Housing Provider, and make accommodations to attend the assessment/screening interviews with the assigned Housing Provider.
3. An "Placement Report & Continued Stay Resource Request" (see attached form) will be submitted to CHPS within 10-days of case assignment. This document will include the Housing Providers placement recommendations and a listing of the preliminary needs requiring additional resources.
4. Care Coordinators will involve the Housing Provider in the development of the housing section of the consumer's ISP and assist in accessing care coordination resources as needed and in delineating the roles for the care coordinator, housing provider, consumer and other service providers.
5. Upon completion of the screening appointment the Housing Provider will forward the "Placement Report & Continued Stay Resource Request" and proceed in one of the following manners:
 - a. The resources currently available through the Housing Provider and Care Coordinator are sufficient to proceed with placement. In this instance, CHPS will approve the placement and the Housing Provider will proceed with the process as soon as possible.

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OR

- b. Additional resources are required in order to proceed with placement. In this instance CHPS will discuss, arrange and/or negotiate the resource needs identified in the "Placement Report & Continued Stay Resource Request" to facilitate placement as soon as possible.

OR

- c. The housing provider objects to the placement of the consumer with their agency on the basis of clinical findings and/or inadequate resource allocations. In this instance, the Erie County Housing Coordinator will discuss the placement determination with the housing provider and take other action as necessary, including but not limited to the following: Care Coordination and/or consumer consultation, facilitating service meetings, or presenting the case to the CRC. All potential options will be explored until a suitable housing arrangement is identified for the consumer.

Continued Stay Service Coordination:

1. The Care Coordinator and Housing Provider are responsible for updating one another in the event of any critical incident, hospitalizations or significant changes in the consumer's treatment/service participation and/or mental status as well as involve one another in Service Plan Reviews and Revisions.
2. The Care Coordinator is responsible for arranging treatment provider participation in the Service Planning and Coordination process when necessary and for sharing the Housing component of the ISP with the treatment provider.
3. Additional resources provided through service dollars, agency wrap funds or the WNY CCP will be monitored on a regular basis by the Erie County Housing Coordinator for appropriateness and continued need.
4. Changes in consumer needs will occur during the course of SHP placement and should be communicated to CHPS when these changes require resource modifications, terminations, or resource additions which can be requested using the "Placement Report & Continued Stay Resource Request" (see attached form).

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5. Care Coordinators will be expected to facilitate regular meetings/contacts with the housing provider and consumer when necessary to consult, advise and report on housing issues.
6. Not all consumers will require additional resources at the time of placement beyond those already available from the Housing Provider and Care Coordinator or already established through another means. However, changes in housing needs may require a request for additional resources at a later time and can be accomplished through submission of the "Placement Report & Continued Stay Resource Request".
7. In most cases, SHP terminations should be planned and coordinated with the Care Coordinator to resolve any need for on-going resources or support.
8. Care Coordination and/or Housing Provider initiated unsuccessful terminations that occur during a consumer's placement will be discussed in advance with CHPS and the Housing Provider to assess the impact upon the consumer's ability to maintain housing and to determine the potential need for other resources.
9. The Housing Provider is responsible for updating the Erie County Housing Coordinator upon admission to the program and to report openings upon discharge from the program.
10. In the event a candidate for placement is not yet enrolled with a Care Coordination team, placement will be negotiated between the Housing Provider and Erie County Housing Coordinator who will assume the Care Coordinator's role for the sole purpose of identifying and securing additional resources.